

PURCHASING DIVISION

Tarinda Chappell, CLGPO

Purchasing Manager



BID # RFP 2829-091115

Cost Allocation Plan

ADDENDUM 1

1. What firm currently prepares the City's Cost Allocation Plans?

None. Currently use a very simple in house model.

2. How many years has the current firm prepared the City's Cost Allocation Plan?

n/a

3. What was the most recent fee?

n/a

4. Are there any current issues or findings regarding the most recent Plan? If so, could you provide information?

Seeking a defensible basis for cost allocation from a reputable third party.

5. Can we obtain an electronic copy of the most recent Cost Allocation Plan and Indirect Cost Rates?

n/a

6. Does the Scope of Work include the consultant submitting the Final Plan to a State or Federal Agency?

No

7. Regarding the electronic model, has the City considered other aspects:

- a. Does the City expect training on OMB A-87 guidelines and full costing approaches?

City staff is aware of general guidelines of OMB A-87 and full costing approaches. The City would expect minimal direction if questions arise.

- b. Development of cost allocation models?

The City of High Point expects the vendor to develop a cost allocation model.

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c. Incorporation of organizational changes?

If organizational changes are made that significantly impact the structure of the city it would be up to the City's judgment to re-engage the vendor to make structural updates to the plan.

d. Development and application of alternative allocation methods?

If discussed and city and vendor agree that alternative allocation methods are needed.

8. Adaptation of revisions in Federal guidelines?

If discussed and city and vendor agree that alternative allocation methods are needed

9. C.5 – Requested information doesn't match template of Attachment B, which should we use?

10. For what fiscal year(s) are you requesting cost allocation plans? FY15? FY15-17?

The plan would be based on the FY 2015-2016 budget.

11. Please clarify the following requirement, "Vendors must submit a sample of any of their own contracts related to software maintenance and licensing." If Vendors typically provide similar services as requested in the RFP pursuant to a Consulting Agreement, may a vendor submit such a standard agreement? Agreements for maintenance and licensing may not include typical terms requested by a vendor for the services requested in the RFP.

The City of High Point has provided a sample agreement in the RFP which will be used for this service; therefore, no other agreements are needed.

12. Who will be main point of contact within the City of High Point?

Eric Olmedo, Budget and Performance Manager

13. Is the cost allocation model designed to "charge" individual departments for use of services as well as identify any unallowable costs under OMB Circular A-87?

The primary purpose is to charge individual departments for use of services

Financial Services Department

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14. Are opportunities to recommend overhead cost improvements welcome?
Yes

Please sign and return one (1) copy of this addendum with your RFP.

Tarinda Chappell, Purchasing Manager
Purchasing Department
(336) 883-3222

Company: _____

Address: _____

Signature _____ Date _____

Email _____